

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

April 16, 2015

SUBJECT: COMPLAINTS AGAINST RETIRED POLICE OFFICERS WORKING AT MOTION PICTURE/TELEVISION FILMING LOCATIONS - REVISED; EMPLOYEE/RETIRED OFFICER'S RESPONSIBILITY - RENAMED AND REVISED; AND, MOTION PICTURE/TELEVISION FILMING WORK PERMIT APPLICATION/RENEWAL FORM, FORM 01.47.01 - REVISED

PURPOSE: This Order revises Department Manual Sections 3/733.30, *Complaints Against Retired Police Officers Working at Motion Picture/Television Filming Locations* and 4/292.05, *Employee/Retired Officer's Responsibility*, and the Motion Picture/Television Filming Work Permit Application/Renewal Form, Form 01.47.01, to conform to current Department organization and procedures regarding active/retired officers working at motion picture/television filming locations.

PROCEDURE:

- I. COMPLAINTS AGAINST RETIRED POLICE OFFICERS WORKING AT MOTION PICTURE/TELEVISION FILMING LOCATIONS - REVISED. Department Manual Section 3/733.30, *Complaints Against Retired Police Officers Working at Motion Picture/Television Filming Locations*, has been revised to add a "Commanding Officer, Emergency Operations Division's Responsibilities" section; to outline the Administrative Hearing procedure for retired officers; and to comply with current Department procedures.
- II. EMPLOYEE/RETIRED OFFICER'S RESPONSIBILITY - RENAMED AND REVISED. Department Manual Section 4/292.05, has been renamed *Employee/Retired Officer's Responsibilities*, and has been revised to add a "Commanding Officer, Information Technology Bureau, Responsibilities" section and to comply with current Department procedures.
- III. MOTION PICTURE/TELEVISION FILMING WORK PERMIT APPLICATION/RENEWAL FORM, FORM 01.47.01 - REVISED. The Motion Picture/Television Filming Work Permit Application/Renewal Form, Form 01.47.01, has been revised to conform to current Department terminology and procedures.

Attached are the revised Department Manual Sections 3/733.30 and 4/292.05, with revisions indicated in italics.

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FORM AVAILABILITY: The revised Motion Picture/Television Filming Work Permit Application/Renewal Form, Form 01.47.01, is attached to this Order and is accessible in E-Forms on the Department's Local Area Network (LAN).

AMENDMENTS: This Order amends Sections 3/733.30 and 4/292.05 of the Department Manual. The "Form Use" link applicable to the Motion Picture/Television Filming Work Permit Application/Renewal Form, Form 01.47.01, has also been updated and is accessible in E-Forms on the Department's LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to be 'C. Beck', is written over the printed name and title.

CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

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733.30 COMPLAINTS AGAINST RETIRED POLICE OFFICERS WORKING AT MOTION PICTURE/TELEVISION FILMING LOCATIONS. Retired officers working in uniform at motion picture/television filming locations are not employees of the Department and are not subject to the Department's regular disciplinary process. However, the Department's Motion Picture/Television Filming Work Permit *Application/Renewal Form*, Form 01.47.01, requires them to be familiar with and adhere to the Department's standard of conduct and rules governing uniformed employment.

Employee's Responsibilities. An employee who becomes aware of a complaint involving a retired Los Angeles Police Department (LAPD) officer working in uniform at a motion picture/television filming location, *must* report it to a *Department* supervisor.

Supervisor's Responsibilities. When such a complaint is received, the supervisor *must*:

- Conduct a preliminary investigation and attempt to make initial contact with the complainant and any witnesses; and,
- Document the information on an Employee's Report, Form 15.07.00, and forward it to his/her commanding officer.

Commanding Officer's Responsibilities. Upon reviewing the information, the commanding officer *must* forward the preliminary investigation to the Commanding Officer (CO), Emergency Operations Division (EOD), as soon as practicable.

Exception: When a complaint involves **both** an active and a retired officer, the investigation *must* be handled according to Department protocol for active officers. Upon completion, the Area/division conducting the investigation *must* forward a copy of the investigation to EOD for adjudication of the allegations relating only to the retired officer.

When a Complaint Form, Form 01.28.00, has been initiated and it is discovered that the only officer complained against is a retired LAPD police officer, the Complaint Form *must* be adjudicated as "*Department Employee(s) Not Involved.*"

Commanding Officer, Emergency Operations Division's Responsibilities. Upon receiving a complaint involving a retired officer working in uniform at a filming location, the CO, EOD, *must*:

- Complete an investigation and adjudicate the complaint (e.g., recommendation to suspend, revoke or deny the motion picture/television filming work permit);

Investigative Format. The investigation *must* be completed utilizing an Intradepartmental Correspondence, Form 15.02.00, and the complaint *must* be addressed in the following format:

- ❖ Background;
- ❖ Investigation/Findings;
- ❖ Statements;
- ❖ Complaint History; and,
- ❖ Administrative Complaint Adjudication.

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- *If a complaint investigation has already been completed because it involved both active and retired officers, EOD must complete a synopsis of the investigation relating to the retired officer using the above Investigative Format;*

***Note:** When the CO, EOD, identifies any issue(s) requiring further investigation, he/she must confer with the active officer's CO to determine the appropriate investigative remedy. In the event an agreement cannot be reached, the CO, Internal Affairs Group, must make the determination.*

- *Forward a copy of the completed investigation and adjudication to the Film Unit, EOD, for use when reviewing any future Motion Picture/Television Filming Work Permits involving the retired officer(s);*
- *Track complaints against retired officers working in uniform at filming locations;*
- *Ensure a revoked work permit status is appropriately applied to future work permit requests; and,*
- *Notify the retired officer, via certified mail, of the outcome of the investigation.*

***Note:** A retired officer's motion picture/television filming work permit may not be suspended, revoked or denied until such time that a hearing is held by a Deputy Chief of Police, appointed by the Chief of Police, in accordance with Los Angeles Municipal (LAMC) Code Section 80.03.1. The CO, EOD, is responsible for coordinating such hearings.*

Administrative Hearing. Pursuant to LAMC Section 80.03.1, prior to making a final determination on the revocation, suspension or denial of a Motion Picture/Television Filming Work Permit (Permit), the active/retired officer shall have the right to a hearing before a Los Angeles Police Department Deputy Chief of Police.

The Administrative Hearing process involves both active and retired LAPD officers who possess or are applying for a Motion Picture/Television Filming Work Permit. The Department bears the burden of proof in the hearing, where relevant evidence may be taken at the discretion of the Deputy Chief hearing the matter.

The active/retired officer shall be served with a written notice of the specific reasons his/her permit is being considered for revocation, suspension or denial, at least five (5) and not more than ten (10) days prior to the date set for said hearing; and, the notice shall also advise of his/her right to a hearing to challenge the proposed denial, suspension or revocation.

Request for Hearing. *If the active/retired officer wishes to appeal the revocation, suspension, or denial of the permit, he/she must:*

- *Make a written request with the Motion Picture/Television Filming Work Permit Coordinator, EOD, Film Unit, Contract Services Section (notification may be made by mail or by fax); and,*
- *Make the request no later than ten (10) calendar days after service of the notice of intention to deny, suspend or revoke the permit.*

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***Note:** Failure to make such written request will constitute a waiver of the officer's right to a hearing.*

The date, time and location of the hearing will be set upon mutual consent of both parties and availability of the Deputy Chief hearing the matter. After the hearing is set, continuances may be granted at the discretion of the Deputy Chief hearing the matter for proper and reasonable cause.

***Right to Representation.** Upon being served notice of the proposed revocation, suspension or denial of a permit, active/retired officers may be represented by legal counsel or a representative of their choice, at their own expense.*

Pre-Administrative Hearing Procedures.

- *Administrative Hearings shall be conducted within closed doors;*
- *The involved active/retired officer shall have the right to appeal in person, at the hearing, to refute reasons for the proposed revocation, suspension or denial of his/her permit;*
- *The involved active/retired officer shall have the right to present witnesses and evidence to refute the reasons for the proposed revocation, suspension or denial of the permit, or to explain why the proposed action should not occur;*
- *The attendance of all Department witnesses whom the active/retired officer desires to present, on his/her behalf, will be secured by the Department, including the subpoenaing of witnesses;*
- *The active/retired officer shall have the right to cross-examine Department witnesses, if any, or to challenge evidence presented by the Department; and,*
- *The Department hearing officer must administer the witness oath.*

***After the Hearing.** The hearing officer's report must be completed within 30 days from the last date of the hearing. The report must be routed as follows:*

- *Original to the Chief of Police or his/her designee; and,*
- *Copies to EOD and the active/retired officer.*

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292. MOTION PICTURE/TELEVISION FILMING WORK PERMITS. *Work permits are approved and maintained by Personnel Group, with the exception of motion picture/television filming work permits. All motion picture/television filming work permits for active and retired officers are approved and maintained by Emergency Operations Division.*

292.05 EMPLOYEE/RETIRED OFFICER'S RESPONSIBILITIES. *Active officers or retired officers seeking employment at motion picture/television filming locations must:*

- *Complete a Motion Picture/Television Filming Work Permit Application/Renewal Form, Form 01.47.01; and,*

***Active Officers.** Active officers must submit the completed application to his/her immediate supervisor for processing.*

***Retired Officers.** Retired officers must submit the completed application directly to the Film Unit, Contract Services Section (CSS), Emergency Operation Division (EOD), for review.*

***Note:** Neither active nor retired officers must engage in off-duty motion picture/television filming employment until final approval from the Commanding Officer (CO), EOD, has been obtained.*

- *Comply with all rules and regulations as outlined on the Motion Picture/Television Filming Work Permit Application/Renewal Form; and,*

***Note:** Active or retired officers who fail to comply with the rules and regulations of their Motion Picture/Television Filming Work Permits may be subject to suspension or revocation of their Motion Picture/Television Filming Work Permits. Active officers may also be subject to disciplinary action by the Department.*

- *When renewing their Motion Picture/Television Filming Work Permit, submit their renewal application thirty (30) days prior to their current Motion Picture/Television Filming Work Permit expiration date.*

***Note:** The Motion Picture/Television Filming Work Permit is valid for a period of two (2) years from the date of approval from the Film Unit, EOD.*

Retired officers who received a Service-Connected Disability or Non-Service Disability Pension must provide documentation stating that the retired officer is able to work in the manner and scope listed in their Motion Picture/Television Filming Work Permits.

Active officers employed by a filming company for the purpose of traffic control must not issue citations for moving, non-moving or parking violations. An active officer who believes enforcement action is appropriate at a filming location may proceed by submitting a Complaint Application, Form 05.15.00, or must summon on-duty personnel who will be responsible for the final determination regarding enforcement action.

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Retired/active officers who are denied a Motion Picture/Television Filming Work Permit may appeal the denial by utilizing the appeal procedure in accordance with *Los Angeles Municipal Code Section 80.30.1 and Manual Section 3/733.30*.

Supervisor's Responsibilities. A supervisor receiving a Motion Picture/Television Filming Work Permit Application/Renewal Form *must*:

- Review the application for completeness;
- Acknowledge receipt of the application by completing the "SUPERVISOR REVIEWING APPLICATION" line;
- Ensure that the employment does not conflict with any duty restrictions the employee may have;

Note: An *active officer's* duty restrictions *must* be obtained by contacting Medical Liaison Section, and/or the Area Sick/IOD Coordinator.

- Document any information discovered that may result in a denial of the request for motion picture/television filming employment;
- Forward the original application *along* with all associated documents, to the requesting *active officer's* commanding officer;
- If the *active/retired officer* is requesting to use a two-wheeled motorcycle, ensure the requirements of Rule No. 4 on the application are verified; and,
- If the *active/retired officer* is requesting to use a two-wheeled motorcycle, ensure that the requesting *active/retired officer* has included copies of his/her current driver's license endorsed for motorcycle operation, current motorcycle registration, and proof of insurance.

Commanding Officer's Responsibilities. A commanding officer receiving a request for *secondary* employment at a motion picture/television filming location *must*:

- Review the application for appropriateness;
- Ensure that the requesting *active officer* and reviewing supervisor have included copies of the required documentation;
- Review the documents to ensure the reviewing supervisor has conducted the appropriate investigation and that it does not conflict with any duty restrictions the *active officer* may have;
- Recommend approval or denial of the application by completing the "CO, DIVISION OF ASSIGNMENT" line; and,

Note: The commanding officer's signature **does not** constitute approval of the request for motion picture/television filming employment.

- Submit the application to *the Film Unit, CSS, EOD*.

If denial of the application is recommended, the reason *must* be stated in an Intradepartmental Correspondence, Form 15.02.00, and submitted to *the CO, EOD*.

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Commanding Officer, Emergency Operations Division, Responsibilities. The CO, EOD, *must*:

- Investigate all complaints made against retired officers who have violated *Los Angeles Municipal Code* (LAMC) sections or Department rules and regulations covered by the Motion Picture/Television Filming Work Permit;
- Complete all investigations and *administrative complaint* adjudications concerning retired officers;
- Review, process, and investigate each active and/or retired officer's Motion Picture/Television Filming Work Permit Application/Renewal Form;
- *Make* final approval or denial of each active and/or retired officer's application; and,
- Ensure that the employment request by the active officer does not conflict with any duty restrictions.

A motion picture/television filming work permit may not be suspended, revoked, or denied until such time that a hearing is held by a Deputy Chief of Police, appointed by the Chief of Police, in accordance with LAMC Section 80.03.1. The CO, EOD, is responsible for coordinating the hearing.

In cases where *an active officer is* alleged to have violated LAMC sections or Department rules and regulations, the CO, EOD, *must* notify the involved officer's commanding officer for appropriate action.

Commanding Officer, Information Technology Bureau, Responsibilities. *The Commanding Officer, Information Technology Bureau, upon electronic notification from EOD, must ensure that the approved Motion Picture/Television Filming Work Permit is posted in the active officer's TEAMS II report.*

Form Use Link
(Accessible through the "Form Use" link in LAPD Forms)
Revised by Special Order No. 11, 2015

**01.47.01 MOTION PICTURE/TELEVISION FILMING WORK PERMIT
APPLICATION/RENEWAL FORM, FORM 01.47.01.**

01.47.01-01 **Use of Form.** This form is used by active and retired Department employees to request permission to engage in *secondary* employment at motion picture/television filming locations within the City of Los Angeles.

01.47.01-10 **Completion.** The information portion of this form is self-explanatory and *must* be completed by the applicant. The applicant *must* read and initial the rules and regulations portion of the application, and sign it prior to supervisory review.

01.47.01-80 **Distribution.**

Active Officers.

- 1 - Original, forwarded to *the Commanding Officer (CO), Emergency Operations Division (EOD)*, after recommendation for approval or denial by the employee's commanding officer.
- 1 - Copy returned to the applicant upon approval by the CO, *EOD*.

2 - TOTAL

Retired Officers.

- 1 - Original, submitted to *the Film Unit, Contract Services Section, EOD*, for review and approval.
- 1 - Copy returned to the applicant upon approval by the CO, *EOD*.

2 - TOTAL

**LOS ANGELES POLICE DEPARTMENT
MOTION PICTURE/TELEVISION FILMING WORK PERMIT
APPLICATION/RENEWAL FORM**

<input type="checkbox"/> ACTIVE	<input type="checkbox"/> RETIRED	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> RENEWAL	DATE
NAME				
LAST		FIRST		MI
DATE RETIRED OR DIVISION CURRENTLY ASSIGNED		LAPD SERIAL NO.	RETIREE'S E-MAIL ADDRESS	
Type of Pension: Service <input type="checkbox"/> Service-Connected Disability <input type="checkbox"/> Non-Service Disability <input type="checkbox"/>				
FIRM OR EMPLOYER'S NAME				
EMPLOYER'S ADDRESS		CITY - ZIP CODE		PHONE NO.
OFFICER'S HOME ADDRESS		CITY - ZIP CODE		PHONE NO.
BIRTHDATE (MM/DD/YYYY)	HEIGHT (FT./IN.)	WEIGHT (LBS.)	COLOR HAIR/EYES	DRIVER'S LIC. NO. (INCL. TYPE & EXP. DATE)
ENDORSED TO CARRY A CONCEALED WEAPON? YES <input type="checkbox"/> NO <input type="checkbox"/>		MOTORCYCLE (MAKE/MODEL/YEAR/LIC. PLATE NO. & EXPIRATION)		
INSURANCE CO. FOR MOVIE MOTORCYCLE (NAME, POLICY NO. & COVERAGE DATE)				
ATTENDED LAPD ENDORSED MOTORCYCLE RIDING SCHOOL? YES <input type="checkbox"/> (IF YES, DATE COMPLETED:) NO <input type="checkbox"/>				

This application must be accompanied with copies of the current motorcycle registration, proof of insurance and valid driver's license endorsed for motorcycle operation.

RULES AND REGULATIONS

Please initial the following:

1. Active and retired officers must comply with current Los Angeles Police Department (Department) basic and motorcycle officers current uniform standards, as stated in the Department Manual, while employed at motion picture/television filming locations.
2. Active officers **must not** utilize any City-owned logistical support equipment, Department-issued motorcycle, radio equipment or supplies in connection with their secondary employer. **Exception: Active officers may carry their personally assigned Department-owned radio for use in an emergency. Note: The mere possession of a Department assigned radio does not constitute "work time" for the Los Angeles Police Department. Any employee while engaged in secondary employment, in uniform, with a Department assigned radio will not be considered on "stand-by" status. Officers who are required to take immediate police action in emergency situations must adhere to existing Department policies and procedures.**
3. Active and/or retired motorcycle officers **must not** wear the Department authorized motorcycle uniform while in transit to the motion picture/television filming location, (e.g., breeches, shirt, boots, nameplate, Department authorized badge, Department authorized motorcycle officer's helmet, Traffic Assignment Shoulder Emblem and Traffic Enforcement Emblem). A jumpsuit or partial uniform may be worn without the police equipment belt when commuting to and from the work location as long as the officer is not identifiable as a police officer.
4. Only the following active and/or retired officers are authorized to utilize a motorcycle and uniform at a filming location:
 - * Officers currently assigned to traffic enforcement duties;
 - * Officers previously assigned to traffic enforcement duties who left the assignment in good standing;
 - * Officers who purchased uniform equipment and a personal motorcycle outfitted to work motion picture/television filming locations prior to June 1, 1989, and who have had a valid permit for outside employment to work such locations continuously on file at Personnel Group since June 1, 1989; and,
 - * Retired officers who retired from a traffic enforcement assignment in good standing, or who purchased uniform equipment and a personal motorcycle outfitted to work motion picture/television filming locations prior to June 1, 1989, and who have had a valid permit for outside employment to work such locations continuously on file at Personnel Group since June 1, 1989.
5. All motorcycles must be in full compliance with the Vehicle Code, i.e., registered and insured. **Under no circumstances are active and/or retired officers authorized to have any forward facing red lights in the front or blue lights facing in either the front or rear.** All motorcycles present at motion picture/television filming locations and/or used for traffic control must be equipped with an amber colored flashing emergency light system to the front and rear.
6. The Department grooming standards must be maintained.
7. Active and retired officers must be familiar with and comply with Department policy, rules and regulations regarding conduct and demeanor.
8. Upon reporting to a work site, officers must review and ensure compliance with the conditions of the filming permit. Officers must ensure compliance with arrival and departure times, and authorized filming locations issued by the FilmLA Inc. Officers must not allow any activity or conduct that is in violation of local or state law, nor allow any filming condition that is not authorized by the permit. Variations from the requirements of the permit are not allowed unless approved by an authorized representative of the FilmLA Inc. If a variance is needed for the work site permit or violations are noted, officers must notify FilmLA Inc. at (213) 977-8600. In case of an emergency, Emergency Operations Division (EOD), Counter-Terrorism and Special Operations Bureau (CTSOB), must be notified. During off-hours, Real-Time Analysis and Critical Response Division must be notified.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

9. Active and retired officers **must not** wear their uniform and badge except at the filming location authorized by the filming permit. If the filming permit lists multiple filming locations and these locations are more than five blocks from the original work site, the active and/or retired officers must follow Rule No. 3 of these rules and regulations.

9. _____

10. Active and retired officers **must not** park motorcycles on the sidewalks unless the permit authorizes blockage of the sidewalk.

10. _____

11. Active and retired officers, while employed at movie locations, must maintain in their possession a valid driver's license endorsed for motorcycle operations, proof of current registration and insurance, and a Department-issued identification card.

11. _____

12. Active and retired officers must provide their name and serial number to a location manager or other designated supervisor at the work site upon request.

12. _____

13. Active and/or retired officers must make notifications to the concerned community police station watch commander and to Communications Division Watch Commander in advance of any vehicular pursuit, gunfire, simulated helicopter crash, simulated police activity and/or landing or pyrotechnic activity authorized by the permit which might inadvertently cause a police response.

13. _____

14. Active and/or retired officers must courteously respond to any citizen inquiry or complaint regarding activities to motion picture/television filming locations. Any unresolved complaint shall be registered to the FilmLA Inc. and/or EOD, CTSOB, as appropriate.

14. _____

15. No employment will be approved for filming locations on freeways, which are under the jurisdiction of the California Highway Patrol.

15. _____

16. An on-duty officer auditing or inspecting the filming location must be shown a copy of the filming permit and may make any inquiries as to compliance.

16. _____

17. An on-duty supervisor may close down the filming location if aggravated circumstances exist and immediate action is necessary, or if the production company refuses to comply with the orders or conditions of the permit.

17. _____

18. I understand that while engaged in activities within the course and scope of my secondary employment, I am an agent of my secondary employer and that my right to compensation for injuries and indemnification for civil and/or criminal liability extends only to my secondary employer and not the City of Los Angeles.

18. _____

19. I have read and received copies of the rules and regulations governing active and/or retired Los Angeles Police Officers at motion picture/television filming locations, ordinances of the Los Angeles Municipal Code Sections 52.28 LAMC (police uniform limitations), 80.03 LAMC (direction of traffic), 80.03.1 LAMC (traffic control at commercial filming sites), and applicable manual sections of the Department. I agree to adhere to those rules and regulations and understand the limitations of my peace officer powers.

19. _____

In addition, I understand that any violation of the motion picture/television filming rules and regulations could result in suspension or revocation of this work permit. Failure to maintain a valid Department identification card and a valid driver's license with the Film Unit Coordinator, EOD, will render this permit as invalid.

I understand that upon approval of the work permit, it will be valid for two years. I agree to submit a Los Angeles Police Department Motion Picture/Television Filming Work Permit Application/Renewal Form every other year, **30 calendar days** prior to my work permit expiration date. The duties described herein are an accurate representation of those duties that I will be performing in the course and scope of my employment.

I certify that all statements on this application form are true and complete to the best of my knowledge. I understand that false or incomplete statements are subject to disqualification or denial of the work permit.

ACTIVE/RETIRED LAPD OFFICER'S SIGNATURE

SERIAL #

DATE

SUPERVISOR REVIEWING APPLICATION

SERIAL #

DATE

The Commanding Officer's recommended approval certifies that an investigation has been made in compliance with Section 3/744.20 of the Department Manual, that the employment is not of the prohibited type, and that the employee is qualified to discharge the specific duties as prescribed.

RECOMMENDATION

☐ Approved

CO, DIVISION OF ASSIGNMENT (Signature)

SERIAL

☐ Denied

DATE

☐ Approved

CO, EMERGENCY OPERATIONS DIVISION (Signature)

SERIAL #

☐ Denied

DATE

For Emergency Operations Division Use Only

Date: _____ Time: _____ WORK PERMIT EXPIRATION DATE _____

Date of Retirement: _____ Years of Service: _____

Is applicant endorsed to carry a concealed weapon? Yes ☐ No ☐ (If No, Explain: _____)

Has applicant attended an endorsed Los Angeles Police Department Motorcycle Riding School?

Yes ☐ (Date completed: _____) No ☐ (If No, Explain: _____)

Has applicant's driving record been checked? Yes ☐ No ☐ (If No, Explain: _____)

Driver's License Status: _____ Classification or Type: _____ (DMV printout attached).

SUPERVISOR APPROVING VERIFICATION

EMERGENCY OPERATIONS DIVISION STAFF VERIFYING INFORMATION